



# Applying for Retirement: What You'll Need

For Public School Employees

Before applying for retirement, complete this worksheet. Go to miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount) and familiarize yourself with the tools available to you. Gather all the information you need; capture it on this sheet. With everything in one place, your miAccount retirement application process should take about 30 – 60 minutes.

## 1. Use Your Tools to Prepare

**Register.** Register in miAccount if you haven't already.

☐ Done

If you have not registered in miAccount, you will need your Member ID. You can find it on any correspondence from the Office of Retirement Services (ORS) or you can request it through miAccount. Go to [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount). If you would like assistance in registering, click on the Help tab on the left of the screen; scroll down to the Registration Questions section and click on the registration steps document. This will walk you through the entire registration process.

If you have registered, but you've forgotten your user name and/or password, go to the miaccount home page at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount). Click on the I forgot my User Name or the I forgot my Password link. Complete the requested information and answer the security questions on the following page. Your user name will display in red and an email to reset your password will be sent to the email address you listed in miAccount.

**Estimate Your Pension.** Run a pension estimate in miAccount.

☐ Done

Click on the Service Credit tab to see if all of your previous service history is shown. If you've purchased service credit, check the Purchase History tab to confirm the purchase was completed. If it is still pending, you won't be able to apply through miAccount unless you are eligible without that completed purchase.

**Update Your Beneficiaries.** Add your spouse and dependents in **Beneficiaries & Dependents**.

☐ Done

If you plan to select a survivor pension option or cover your spouse or dependents on your insurance plan(s), their information must be entered in this section of miAccount. After updating you can run pension estimates showing various survivor option payments.

To learn more about the different pension payment options and help you decide if a survivor pension option is right for you, go to [www.michigan.gov/orsschools](http://www.michigan.gov/orsschools) and click on the Tutorials, Webinars, and Seminars tab on the left. Select the Tutorials tab and click on the Pension Payment Options tutorial.

Connect to a printer to print any confirmation screens or web pages you want to review further.

☐ Done

## 2. Gather Your Information and Make Your Choices

**Termination Date.** Determine last day of work: \_\_\_\_\_

☐ Done

**Pension Option.** Select your pension option: \_\_\_\_\_

☐ Done

If you're choosing a survivor pension option, who will be your pension beneficiary?

_____ Name	_____ Birthdate	_____ SSN
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If you're selecting the equated plan, you must have an age 62 social security estimate available. ☐ Done

**Insurances.** Enrolling in insurances? Who do you plan to cover?

_____ Name	_____ Birthdate	_____ SSN
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_____ Name	_____ Birthdate	_____ SSN
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_____ Name	_____ Birthdate	_____ SSN
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Continued

Which insurances? ☐ Blue Cross Blue Shield of Michigan (BCBSM) ☐ BCBSM with prescription coverage?  
☐ HMO (Contact the HMO for an application) – prescription coverage is part of the plan.  
☐ Dental/Vision coverage

Identify anyone who will be eligible for Medicare when your insurance coverage starts.

Name	Medicare Claim #	Part A Effective Date	Part B Effective Date
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**Federal and State Withholding.** Determine your tax withholding status:

**Federal:** ☐ Single  
☐ Married  
☐ Married, withhold at single rate  
 Number of exemptions \_\_\_\_\_

**Michigan:** ☐ Single  
☐ Married  
☐ Married, withhold at single rate  
 Number of exemptions \_\_\_\_\_

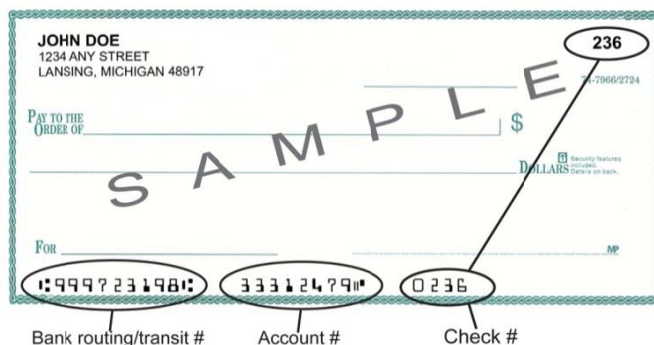
**Direct Deposit.** Which account(s) will you be using for direct deposit (EFT or electronic funds transfer)? Use this sample check to locate your bank routing number and account number.

\_\_\_\_\_  
 Bank routing number

\_\_\_\_\_  
 Account number

\_\_\_\_\_  
 Bank routing number

\_\_\_\_\_  
 Account number



### 3. You're Not Done Yet!

After you complete all five steps of the miAccount retirement application, you still have several tasks to finish. Go to the bottom of the page in Step 5 and print the documents listed there.

Print your confirmation page. This provides a summary of your application choices.	<input type="checkbox"/> Done
Print the spousal waiver form, if applicable, and have ALL signatures notarized.	<input type="checkbox"/> Done
Print the retirement checklist and complete and sign it.	<input type="checkbox"/> Done
Within 10 days, send copies of all proofs, the retirement checklist, and spousal waiver to ORS.	<input type="checkbox"/> Done

**What to Expect After You Apply.** You will see little change in miAccount. ORS will verify your application is complete and you submitted all necessary proofs. The next stage will happen after you terminate your employment. ORS will contact your previous employers to verify your wages and the hours you worked. Your insurance enrollments will be processed, if applicable. Finally, you will receive an award letter confirming your pension details and indicating when your first pension payment will arrive.